

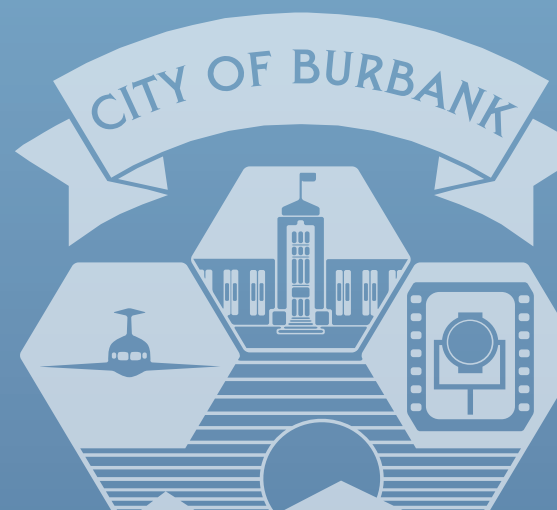


fiscal year
2014-2015

annual action plan city of burbank



april 2014





CITY OF BURBANK ANNUAL ACTION PLAN FOR PROGRAM YEAR 2014-2015

April 2014

**CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT
150 N. THIRD STREET
BURBANK, CA 91502**

CITY OF BURBANK
ANNUAL ACTION PLAN (2014-15)
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Executive Summary

Executive Summary (ES-05)

1. Introduction

The City of Burbank Annual Action Plan for program year 2014-2015 (Action Plan) contains the City's one-year plan to carry out housing and community development activities funded by the U.S. Department of Housing and Urban Development (HUD). The City receives annual entitlement fund allocations for Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) Programs. As required by HUD, the Action Plan is a component of the City's five year (2013/14-2017/18) Consolidated Plan (Consolidated Plan), and outlines the City's proposed project descriptions, resources to be utilized, and proposed outcomes for Fiscal Year (FY) 2014-15.

The City of Burbank, Community Development Department, submits the Action Plan as a requirement for participation in HUD's Federal formula grants. This action plan covers the second year of the five program years covered by the Consolidated Plan for the City of Burbank.

Funding Decisions

Funding decisions for the FY 2014-15 Action Plan are based on eligible activities and programs that principally benefit low and moderate-income households; aid in the prevention or elimination of slums and blight; and meet other community development needs having particular urgency.

Community Development Block Grant

HUD provides CDBG entitlement communities with the resources to address a wide range of community development needs as authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq. Entitlement communities, such as Burbank, are permitted to develop their own programs and funding priorities in order to revitalize neighborhoods, expand on economic development, and provide improved community facilities and services. The City's distribution of CDBG funds followed the following process:

- A review of proposals for CDBG eligibility and consistency with the goals and objectives of the Consolidated Plan, and City Council Goals, as applicable;
- Evaluation of effective and efficient programs;
- Review of proposals and recommendations by the City's Community Development Goals Committee; and

- Review of proposals and recommendations by the City Manager and Executive staff.

HOME Investment Partnership Program (HOME)

HOME funds are allocated to the City of Burbank under the Cranston-Gonzalez National Affordable Housing Act enacted in 1990. This program provides federal funds for the development and rehabilitation of affordable rental and homeownership housing. Funds are allocated by HUD to qualifying participating jurisdictions, such as the City of Burbank, based upon a variety of demographic and housing factors. With the exception of a waiver granted for disaster-related funding, HOME funds are subject to a 25 percent match of non-federal or in-kind contributions.

The Community Development Department administers the use of HOME funds for eligible activities. Historically, the City utilized HOME funds to create permanent affordable housing in the City's five Focus Neighborhoods, including special needs housing through partnerships with local and regional housing developers, Community Housing and Development Organizations, and minority based contractors. The use of HOME funds during this program year will be based on individual proposals submitted to the Community Development Department that meet the Consolidated Plan Goals and Objectives. In addition, proposals are reviewed based on the leveraging of resources, financial feasibility, project affordability components, and the number of households to be assisted. Proposed programs and projects to be assisted with HOME funds will be presented to the City Council for consideration on a project by project basis.

Citizen Participation Summary

To encourage citizen participation in the preparation of the Action Plan, the City took the following actions in accordance with the HUD approved Citizen Participation Plan.

- A Public Notice requesting program and project proposals for FY 2014-15 CDBG funding;
- Utilized the goals and objectives of the City Council and Consolidated Plan in reviewing activities and programs for CDBG funding;
- Conducted three public meetings with the Community Development Goals Committee for the review of proposals, presentations, and funding recommendations;
- Made the Action Plan available at five locations and posted it on the City of Burbank, Housing and Economic Development website, giving Burbank residents 30 calendar days to review and comment on it;

- Conducted a public meeting to consider approval of the Action Plan; and
- Received and responded to all oral comments at a public meeting.

Strategic Plan Summary

The Consolidated Plan's strategy to meet the needs of the community, referred to as a Strategic Plan, provides the general priorities and rationale for Burbank's investment of federal funds. The City identified eight priority needs for the community and the corresponding goals to address them. The priority needs were formed based on the national objectives and outcomes supported by HUD.

Objectives

The national objectives originate from the statutory purposes of the formula grant programs:

- Provide decent affordable housing. The activities that typically would be found under this objective are designed to cover a wide range of housing possibilities under HOME and CDBG.
- Creating a suitable living environment. In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- Creating economic opportunities. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

The outcomes reflect what the grantee seeks to achieve by the funded activity. The City of Burbank associates the national objectives to these outcomes.

- Availability/Accessibility;
- Affordability; and
- Sustainability.

On the tables that follow, the City's strategy to meet HUD's national objectives and outcomes described in Table 1: Burbank 2013/14 - 2017/18 Consolidated Plan Program by HUD Objectives and Outcomes. Table 2 indicates the City's five-year Strategic Plan Priority Needs and corresponding Goals for each need.

Table 1 – Burbank 2013/14 – 2017/18 Consolidated Plan Programs By HUD Objectives and Outcomes			
OBJECTIVE	OUTCOMES		
	AVAILABILITY / ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
DECENT HOUSING	Implementing Programs: <ul style="list-style-type: none"> • Compliance with the American with Disabilities Act • Implement a reasonable accommodation process 	Implementing Programs: <ul style="list-style-type: none"> • Focus Neighborhood Revitalization • Section 8 Rental Assistance 	Implementing Programs: <ul style="list-style-type: none"> • Provide residential services on energy and water efficiency • Implement California Green Building Standards Code
SUSTAINABLE LIVING ENVIRONMENT	Implementing Programs: <ul style="list-style-type: none"> • Community Center and Parks and Recreation Facilities • Infrastructure Improvements • Youth Services • Childcare Services • Emergency Services • Disability Services • Senior Services • Health Services • Other Public Services 	Implementing Programs: <ul style="list-style-type: none"> • Transitional housing, supportive housing, and possible single-room occupancy hotels in residential and commercial zones • Address Regional Housing Needs Assessments • Increase Affordable Housing under Density Bonus and Inclusionary Housing Ordinances 	Implementing Programs: <ul style="list-style-type: none"> • Neighborhood community gardens • Code Enforcement activities • Foster community engagement • Implement the Burbank 2035 – General Plan
ECONOMIC DEVELOPMENT	Implementing Programs: <ul style="list-style-type: none"> • Employment Training • Job Creation 	Implementing Programs: <ul style="list-style-type: none"> • Team Business 	Implementing Programs: <ul style="list-style-type: none"> • Support Business Improvement Districts (Property and Tourism) • Expand the growth of Green Technology Businesses in Burbank

TABLE 2 – (2013/2014 – 2017/2018) PRIORITY NEEDS AND GOALS CITY OF BURBANK	
Priority Needs	Goals
1. Sustain and Strengthen Neighborhoods	Affordability accessibility (Neighborhood Revitalization)
2. Preserve Existing Affordable Housing	Section 8 Rental Assistance and monitor restricted rental/homeownership units
3. Homelessness	Homeless Programs and supportive services
4. Public Facilities	New construction or rehabilitation of community centers, recreational facilities, public facilities
5. Infrastructure	Infrastructure improvements
6. Public Services	Accessibility and availability to low-income persons
7. Economic Development	Accessibility and Sustainability of job creation for low-income persons
8. Other Programs and Community Development (Administration)	Management and reporting on five-year goals and outcomes, fair housing activities, and federal requirements

3. Evaluation of past performance

HUD requires that grantees provide an evaluation of past performance. Since the program year 2013-14 of the five-year Consolidated Plan (FY's 2013-2018) is still in progress, the City of Burbank will measure performance outputs and outcomes for CDBG and HOME under the Consolidated Annual Performance Evaluation Report (CAPER) for FY 2013-14. Through the annual monitoring of CDBG and HOME sub-recipients, contractors, community based organizations and developers, the City ensures federal compliance of CDBG and HOME, as well as reporting on outcomes of activities and programs.

4. Summary

It is anticipated that the City of Burbank will receive \$9,558,393 in Federal funding for FY 2014-15 to address the goals and objectives of the Action Plan. Specifically, the CDBG entitlement amount for FY 2014-15 is \$898,083. Prior year program income is \$182,655 resulting in a total of \$1,080,738. HOME funds for FY 2014-15 will be \$355,032 and the Section 8 Housing Choice Voucher Program renewal funding is \$8,122,623.

Based on the limited amount of Federal funding resources available to the City and the priority needs determined to have a high priority level, the FY 2014-15 Action Plan will address the following programs and activities:

Housing

- Develop affordable housing opportunities for low to moderate income households;
- Utilize Section 8 Housing Choice Vouchers to its fullest capacity; and
- Monitor restricted affordable rental/owner units throughout the City.

Homeless Needs

Support programs and activities for homeless individuals, families, veterans, and those at-risk of becoming homeless through the following:

- Participation in the Los Angeles County/City Continuum of Care (LACoC);
- Pursue a proposed Work Initiative Program serving homeless veterans and those at-risk of becoming homeless;
- Support public service programs that assist the homeless; and
- Apply for Shelter Plus Care Housing Choice Vouchers, as funding is made available.

Other Special Needs

The City will also take actions in the coming year to:

- Work toward reducing impediments to fair housing choice for low to moderate income households;
- Assist renters with information on accessibility to decent and safe living conditions;
- Work toward Enhancing coordination between public and private organizations, public institutions, and social service agencies; and
- Facilitate the development and investment of programs and activities that accomplish the Consolidated Plan Goals and Objectives.

Process of the Annual Action Plan

This Action Plan covers the second year of the five year (2013/14 - 2017/18) Consolidated Plan that delineates the activities to be undertaken in the upcoming program year to address priority needs. The Consolidated Plan contains objectives that address a broad range of priority needs related to affordable housing, public housing, homelessness, and non-housing community development.

Funding decisions for the City's FY 2014-15 Federal Programs (CDBG/HOME) are based on the needs and strategies discussed in the Strategic Plan. Funding is also based on the local needs of the Burbank community through consultation with numerous community groups, nonprofit and for-profit organizations, LACoC, City staff, and stakeholders.

Consultation (AP-10)

The City developed its five year (2013/14 - 2017/18) Consolidated Plan through consultation and coordination with housing, social and health service providers; public agencies; and the local public housing agency as described in the table below. As a means of gaining input from these agencies, the City conducted consultation workshops, public meetings, surveys, and invited local grantees to provide comments on the draft Consolidated Plan and Action Plan. In addition, consultation in the development of the Consolidated Plan involved several City departments.

Table 3			
Consulted Agencies			
Burbank Corporation	Housing	Family Service Agency	Burbank Temporary Aid Center
Armenian Cultural Foundation		Burbank Family YMCA	Family Promise of East San Fernando Valley
Burbank Council	Coordinating	Armenian Relief Society	New Way Foundation
Burbank Arts for All Foundation		Burbank Council PTA	

Table 3 (continued) City of Burbank Departments and Commissions		
Burbank Housing Authority	Community Development (CDD)-Housing and Economic Development Division	Public Works
CDD - Planning and Transportation	Parks, Recreation, and Community Services	Management Services
Burbank Police Department	Burbank Landlord-Tenant Commission	Community Development Goals Committee
Other Public Agencies		
Burbank Unified School District	Los Angeles Homeless Services Authority	Los Angeles County Health Services Childhood Lead Prevention Program

Citizen Participation (AP-12)

The City followed HUD's guidelines for citizen and community involvement in preparation of the Consolidated Plan and Action Plan. A public hearing was conducted for final public input and comment at the end of the plan development process.

To encourage citizen participation in the preparation of the documents, the City undertook several activities beginning with focus groups as summarized below.

Focus Groups

In February 2013, key stakeholders and representatives of housing and community development organizations participated in a focus group meeting that covered the following:

- Barriers to affordable housing, community facilities, and services;
- Coordination of CDBG and HOME funds; and
- Community needs and priorities.

Attendees of the focus groups expressed the immediate needs to serve the community. The meetings also allowed for discussion on the utilization of CDBG and HOME funds to meet the needs of their programs.

Community Meetings

The City conducted three community meetings from January to March 2013. All were in the evening and at locations convenient to citizens and program beneficiaries. Citizens were invited to attend the meetings to learn about the programs and services available to them through the CDBG and HOME programs. Citizens expressed their neighborhood's housing and community development needs and prioritization of grant expenditures during the ensuing five-year consolidated planning period. Attendants were also provided paper copies of the 2013 Survey, discussed below.

Housing and Community Development Needs Survey

In order to evaluate public opinion of specific housing and community development needs, the City elected to use a Needs Survey instrument comprised of 40 questions, in which the respondent was asked to rank the level of need for a particular service, capital improvement, and public benefit. Questions about specific needs were grouped into these areas:

- Housing Needs;
- Homeless Needs;
- Public Service Needs;
- Infrastructure Needs; and
- Economic Development Needs.

The City distributed the survey through multiple methods, which included advertisement in newspapers of local circulation (Daily News and Burbank Leader) regarding an on-line survey; distribution of surveys to the City's five focus neighborhoods; delivering the survey to local non-profits, the chamber of commerce, faith-based groups, local committees/groups, the Burbank Unified School District, Burbank Libraries, and Community Centers. In addition, the City created an on-line survey accessible from the City's website.

Together, these efforts resulted in a total of 68 residents completing the Needs Survey. Survey responses were then totaled to provide an overall average need rating for each activity. The top ten needs identified had an average ranking of 6.5 and included: Job Creation/Job Training; New Affordable Rental Housing; Youth Centers; Street and Sidewalk Improvements; Health Services; Community Centers and Parks/Recreation Facilities; Senior Citizen Services; Youth Services; Crime Awareness; and Homeownership Housing and Assistance.

Expected Resources

Expected Resources (AP-15)

The City of Burbank will utilize and pursue a variety of public and private resources to provide decent housing, suitable living environments, and expanded economic opportunities for its residents. The following section summarizes the major sources of potential funding to carry out housing and community development activities and the City's estimated funding levels for formula grant programs (CDBG and HOME).

Public Sector

The City uses resources from CDBG, HOME, and Public Housing Assistance (Section 8) awarded by HUD as the foundation for implementing the five-year Strategic Plan as described on Table 4. CDBG funding is expended on public services, capital projects, economic development opportunities, and program administration. The CDBG entitlement amount for FY 2014-15 is \$898,083. Prior year program income is \$182,655 resulting in a total of \$1,080,738 in CDBG funds for the year. HOME funds for FY 2014-15 is \$355,032 for affordable housing activities. The Section 8 Housing Choice Voucher renewal funding is \$8,122,623 in FY 2014-15 for housing assistance payments.

Table 4 – Anticipated Resources							
Program	Source of Funds	Uses of Funds	Public Sector Funds				Narrative
			Expected Amount in FY 2014-2015				
			Annual Allocation	Program Income	Prior Year Funds	Total	
CDBG	Public-federal	Administration; capital projects; economic development and public services	\$898,083	\$182,655	n/a	\$1,080,738	The FY 2014-15 allocation and program income proposed utilization is as follows: administration (20%); public services (15%); and capital/economic development (65%).
HOME	Public-federal	Administration; Acquisition and rehabilitation of multi-family units to create permanent affordable rental housing	\$355,032	\$0	\$0	\$355,032	The FY 2014-15 allocation for affordable housing activities.
Section 8 Housing Choice Voucher Program	Public-federal	Rental Assistance Only	\$8,122,623	\$0	\$0	\$8,122,623	Section 8 Housing Choice Vouchers provide rental subsidies to extremely low income individuals and families from the Housing Authority’s waiting list. The Housing Authority has a waiting list of over 5,000 applicants. Priority is given to Burbank residents (650).
					Total	\$9,558,393	

Private Sector

The City may also work with the lending community to provide dollars to meet the City's needs through the Community Reinvestment Act (CRA) such as economic development activities and assistance to first-time homebuyers.

Leveraging

The City leverages resources among the formula grant programs. For example, the CDBG program is matched by a variety of sources, including: private and public investment; in-kind services; and City General Funds. The match requirement of 25 percent of the total HOME funds drawn down for projects has historically been met by former redevelopment tax increment. As a result of the elimination of redevelopment tax increment, the City will be utilizing a match carry-over surplus derived from contributions by the former Burbank Redevelopment Agency for affordable housing activities. The match carry-over surplus is approximately \$7,829,611.95.

The City will also pursue competitive public and private grants for the development and preservation of programs, housing, and services. During FY 2014-15, the City will consider competing for federal, state and private resources available for housing and community development opportunities listed on Table 5 as appropriate and feasible.

Table 5 Federal, State and Private Resources Available for Housing and Community Development Activities Competitive Programs		
Program	Description	Eligible Activities
Supportive Housing Program (Federal)	Promotes rental housing aid with supportive services to homeless persons. Applicants to HUD may be government entities, private non-profits, or public non-profit community mental health associations.	Acquisition/Rehabilitation, new construction, and leasing for transitional housing, permanent housing for homeless with disabilities, supportive services for homeless
Shelter Plus Care (Federal)	Provides rental housing aid with supportive services to be provided with other sources of funds. Assistance provided to homeless people with disabilities and their families. Selection is on a nationwide competitive basis.	Tenant based rental assistance, project-based rental assistance, sponsor-based rental assistance, and Moderate Rehabilitation for Single Room Occupancy dwellings.

Table 5 (continued)
Federal, State and Private Resources Available for
Housing and Community Development Activities
Competitive Programs

Lending Community (Private)	The Community Reinvestment Act (CRA) requires certain regulated financial institutions to achieve goals for lending in low- and moderate-income neighborhoods. As a result, most of the larger private lenders offer one or more affordable housing programs, such as first-time homebuyer, housing rehabilitation, or new construction	Varies, depending on individual program offered by private lenders.
Home For Good Funder's Collaborative (Private)	Public and private funders have created a Funder's Collaborative by aligning funding for permanent supportive housing, a critical solution to end chronic homelessness.	Permanent supportive housing creation and operations, and supportive service grants.

Annual Goals and Objectives

Annual Goals and Objectives (AP-20)

Thirteen goals were created to address the 8 Priority Needs in the five year (2013-14 through 2017-18) Consolidated Plan. Table 6 represents a series of matrices representing the goals, strategies, and objectives for activities serving persons consistent with the Strategic Plan. Program and Project accomplishments are submitted in the City's Consolidated Annual Performance and Evaluation Report.

Table 6 Five Year Goals and Activities and Annual Action Plan Goals for Program Year 2014/2015										
Outcome/ Objective	Five Year Activities	Estimated Five Year Funding¹	Goal Outcome Indicator	Five-Year Goal²	2013	2014	2015	2016	2017	% planned
Focus Neighborhood Revitalization – provide access to affordable rental housing	Acquire and rehabilitate properties in the City's five focus neighborhoods; create permanent affordable housing for individuals, families, and special need	HOME: \$1,400,000 Other:	Rental units rehabilitated	15 units	3 units	3 units	TBD	TBD	TBD	40%

¹ Five-year funding for federal programs is based on funding projections for HOME, CDBG, and Section 8 during the Consolidated Plan period. Annual funding allocations during the Consolidated Plan period are subject to change on a year by year basis.

² The five-year goals are based on quantifiable measures over the term of the Consolidated Plan and extent of other non-federal resources and programs available to address these goals, as described in the funding strategy of the Consolidated Plan.

	households; leverage private and public resources; and create affordable units from very low to low-moderate income households.									
Section 8 Rental Assistance – Address the need for affordable rental housing	Assist an estimated 1,014 households annually. Provide rental assistance to households from the Burbank Housing Authority waitlist.	Section 8: \$39,000,000	Availability of Decent Housing	1,014 households	1,014	990	TBD	TBD	TBD	97%
Infrastructure – Community Facilities	Provide support for the development, rehabilitation, accessibility, and preservation of community centers, parks, recreational areas, etc.	CDBG: \$1,000,000	Capital Improvements	5 projects	1	1	TBD	TBD	TBD	40%
Infrastructure – Streets and Sidewalks	Provide support for the reconstruction of streets,	CDBG: \$2,500,000	Availability and Accessibility to Suitable Living Environments	5 projects	1	1	TBD	TBD	TBD	40%

	sidewalks, and other infrastructure improvements. Complete a total of 5 projects in the next five									
Youth Services	Provide youth counseling, tutoring, and mentoring programs	CDBG: \$240,000	Availability and Accessibility to Suitable Living Environments	6,475 youth	1,295	1,295	TBD	TBD	TBD	40%
Child Care Services	Offer childcare programs for single or dual working parents	CDBG: \$30,000	Availability and Accessibility to Suitable Living Environments	50 families	10 families	10	TBD	TBD	TBD	40%
Emergency Services	Provide emergency services to homeless and those at-risk of homelessness	CDBG: \$250,000	Availability and Accessibility to Suitable Living Environments	5,000 clients	1,000 clients	1,000	TBD	TBD	TBD	40%
Disability Services	Offer services for the disabled	CDBG: \$48,000	Availability and Accessibility to Suitable Living Environments	500 clients	100 clients	100	TBD	TBD	TBD	40%
Senior Services	Offer services to low and moderate income seniors	CDBG: \$30,000	Availability and Accessibility to Suitable Living Environments	100 seniors	20 seniors	20	TBD	TBD	TBD	40%
Health Services	Offer services to low and moderate income households	CDBG: \$115,000	Availability and Accessibility to Suitable Living Environments	1,275 individuals	255 individuals	255	TBD	TBD	TBD	40%
Other Public Services	Offer other services such as fair housing,	CDBG: \$152,000	Availability and Accessibility to Suitable Living	1,575 Individuals	315 individuals	315	TBD	TBD	TBD	40%

	literacy, and services for immigrants		Environments							
Employment Training	Enhance the availability of economic opportunity through employment training programs	CDBG: \$200,000	Availability and Accessibility to Economic Opportunity	475 individuals	95 individuals	95	TBD	TBD	TBD	40%
Job Creation	Create employment opportunities by expanding partnerships in the private and public sector for homeless veterans	CDBG: \$140,000	Availability and Accessibility to Economic Opportunity	65 individuals	13 individuals	13	TBD	TBD	TBD	40%

Affordable Housing (AP-55)

Table 7 below includes planned accomplishments for CDBG, HOME, and Section 8 for FY 2014-15. The City is proposing to achieve one year accomplishments based on the goals and objectives listed in Table 6. The categories pertaining to the Homeless Goals include: Emergency Services and Job Creation. Non-Homeless Goals include Youth, Child Care, Senior, Health and Other Public Services and Employment Training. Special Needs only includes Disability Services. The goals for the number of households to receive permanent housing are derived from the Section 8 Program and acquisition of multi-family housing for the development of permanent affordable housing units.

Table 7 – Affordable Housing Accomplishments (Supportive Services and Permanent Housing)	
2014-15 Goals for the Number of Households to receive Supportive Services	2014-15 Goals for the Number of Households to receive Permanent Housing:
Homeless: 1013	Rental Assistance: 990 (based on FY 2014-15 renewal funding)
Non-Homeless: 1,990	The Production of New Units: 0
Special Needs: 100	Rehabilitation of Existing Units: 3
Total: 3,103	Acquisition of Existing Units: 0
	Total: 993

Summary of Projects (AP 35 and 38)

The City of Burbank will utilize CDBG funds to support and implement an estimated 16 projects/programs that will consist of one or more activities during FY 2014-15 in order to implement the goals and objectives of Consolidated Plan. The projects and activities will be carried out by several City departments (Community Development Department; Burbank Housing Authority; Parks, Recreation and Community Services; Public Works; and Burbank Library), Community Housing Development Organizations/Community Based Development Organizations, non-profits, sub-recipients, contractors, and developers for the benefit of low to moderate-income persons. Activities will consist of Capital Projects (CP), Public Services (PS), Economic Development (ED) opportunities, Administration (AD), and rental subsidies. On April 22, 2014, the City Council approved CDBG funding allocations for FY 2014-15 Projects and Program. The proposed Projects and Programs are included in the Annual Action Plan Appendix (List of Proposed Projects).

Table 8 Summary of Proposed Projects and Funding Amounts FY 2014-15				
Agency/Project Name	Target Area	Goals Supported	Needs Addressed	Proposed Funding Amount
Burbank Housing Authority - Expand Affordable Housing (CP)	Very Low to Low Income households	Create affordable rental housing in the City's five focus neighborhoods	Availability/Accessibility to affordable housing	HOME: \$319,529 Admin: \$ 35,503
Burbank Housing Authority - Preserve Existing Affordable Housing (RS) – rental subsidies	Extremely Low to Very Low Income households	Address the rental assistance needs of low income households	Availability/Accessibility to affordable housing	Section 8: \$8,122,623
Salvation Army - Youth Community Center (PS)	Low-Moderate persons	Youth Services	Availability to services	CDBG: \$4,539.08
Family Service Agency - Care Cottages (PS)	Low-Moderate persons	Youth Services	Availability to services	CDBG: \$23,343.84

Burbank Temporary Aid Center - Homeless Services (PS)	Low-Moderate persons	Emergency services for the homeless and those at risk of homelessness	Accessibility to services	CDBG: \$45,066.58
Burbank Unified School District - Summer Youth Employment Program (PS)	Low-Moderate persons	Economic opportunity	Accessibility to services	CDBG: \$29,666.13
Burbank YMCA - Childcare (PS)	Low-Moderate persons	Offer affordable childcare	Accessibility to services	CDBG: \$7,619.17
Boys and Girls Club - Drop-In Teen Program (PS)	Low-Moderate persons	Youth Services	Accessibility to services	CDBG: \$15,076.23
BCR - Extended Day Care Program (PS)	Low-Moderate persons	Youth Services to the disabled	Accessibility to services	CDBG: \$7,619.17
Burbank Library - Adult Literacy Program (PS)	Low-Moderate persons	Other Public Services	Availability to services	CDBG: \$2,285.75
Fair Housing Council - Fair Housing Services (AD)	Low-Moderate persons	Other Public Services	Availability and Accessibility to services	CDBG: \$20,000
Burbank Noon Lions - Programs for the Indigent (PS)	Low-Moderate persons	Health Services	Availability to services	CDBG: \$2,269.54
Armenian Relief Society - Social Service Programs (PS)	Low-Moderate persons	Other Public Services	Availability/Accessibility to services	CDBG: \$2,674.82
Kids Community Dental Clinic - Dental Services Program (PS)	Low-Moderate persons	Health Services	Availability/Accessibility to services	CDBG: \$12,514.89
Family Promise - Case Management Services (PS)	Low-Moderate persons	Other Public Services	Availability/Accessibility to services	CDBG: \$7,294.95

Burbank Coordinating Council - Campership Program (PS)	Low-Moderate persons	Youth Services	Availability/Accessibility to services	CDBG: \$2,139.85
Boys and Girls Club -Public Facility Improvements (CP)	Facility Rehabilitation	Public Facilities	Accessibility to services	CDBG: \$200,000
Burbank Public Works Division - Reconstruction of Streets and sidewalks (CP)	Low-Moderate persons	Infrastructure Improvements	Accessibility to services	CDBG: \$502,481
Community Development Department (AD)	Grant Management and Administration	Program support and management	Program support and management	CDBG: 196,147

Geographic Distribution (AP-50)

Addressing Underserved Needs

The City must describe the distribution of funding by geographic areas, including the areas of low-income and minority concentration in which the City will direct assistance during the 2014-15 program year. The City has estimated the percentage of funds to be used city-wide and in specific target areas and are described in Table 9.

The geographic areas described in Table 9 will primarily benefit low to moderate-income residents city-wide including five Focus Neighborhood revitalization areas. The Housing and Economic Development Division administers the Focus Neighborhood revitalization program, which includes: Verdugo-Lake; Elmwood; Golden State; Peyton-Grismer; and Lake-Alameda. Within these neighborhoods, the City has the ability to invest HOME funds to assist the non-profit, Burbank Housing Corporation (BHC), to acquire, rehabilitate redevelop, and manage rental properties as long-term affordable housing. In exchange of the HOME investment, the City will place covenants on properties acquired by BHC to ensure long-term affordability and strong property management.

Table 9 - Geographic Distribution (Citywide unless specified)	
Target Area	Percentage of Funds
Focus Neighborhood Revitalization (five focus neighborhoods)	HOME: 100%
Preserve Affordable Rental Housing	Section 8: 100%
Community Centers /Parks and Recreation Facilities	CDBG: 21%
Infrastructure Improvements (CDBG eligible areas)	CDBG: 53%
Youth Services	CDBG: 5%
Childcare Services	CDBG: 1%
Emergency Services	CDBG: 6%
Disability Services	CDBG: 1%
Senior Services	CDBG: 1%
Health Services	CDBG: 2%
Other Public Services	CDBG: 3%
Employment Training	CDBG: 7%

Public Housing (AP-60)

No public housing is located in Burbank. The Burbank Housing Authority administers the Housing Choice Voucher (Section 8) Program, but does not own any project-based rental assistance housing.

Homeless and Other Special Needs Activities (AP-65)

For many years, the City has confronted the challenge of homelessness through multiple arenas that have involved partnerships and coalitions, financial contributions, and indirect participation in serving the homeless in the community.

One-Year Goals and Actions to Reduced and End Chronic Homelessness

In an ongoing effort to continue to address the needs of the homeless and those at-risk of homelessness, the City will continue its partnerships with experienced service providers capable of leveraging other funding; the ability to create or secure affordable housing; perform homeless case management; and engage the homeless through a street outreach component in order to connect them to available services. The City's goal is to expand on current homeless programs and activities with a greater emphasis on homeless veterans and families to assist with their successful transition toward self-sufficiency.

Street Outreach: A component of the City's efforts to reach out to homeless persons involves a Burbank Street Outreach Program during the winter months (November 15 – March 15). During these four months of outreach services, a total of 179 unduplicated homeless were approached by the Burbank Outreach Team. Of these 179 individuals, 17 completed a vulnerability survey (identifying medical, health, and vulnerabilities), 11 enrolled in case management, and nine Burbank homeless utilized the Winter Shelter Program. In addition, 106 bus tokens were distributed to the Burbank homeless to access the winter shelter. The City will continue to explore opportunities to implement a seasonal or year-round Street Outreach Program with the support of partnerships and leveraging of funds.

Burbank Mental Health Evaluation Team: In 2012, the Burbank Police Department (BPD) aligned with the Los Angeles County Department of Mental Health and created a co-response police/mental health clinician model (Burbank Mental Evaluation Team, or BMHET) to address the growing needs of those suffering from mental illness and homelessness. BMHET is comprised of BPD officers and a licensed Department of Mental Health clinician, and is used to respond to calls for service where subjects appear to have mental health disorders. Once on scene, BMHET determines if further mental health treatment is required, utilizing the various resources available through the LA County Department of Mental Health. By providing sustained mental health care for homeless in need, the City hopes to reduce the number of individuals facing chronic

homelessness. The City has integrated the new BMHET into its Consolidated Plan Homeless Strategy.

Continuum of Care: Burbank is a part of the Los Angeles Homeless Services Authority (LAHSA), the lead agency in the Los Angeles Continuum of Care (LA CoC). In recent years, Burbank has started to build a relationship with LAHSA to expand opportunities to address the homeless and those at-risk of becoming homeless in Burbank. In 2013, Burbank participated in the biennial Greater Los Angeles Homeless Count for the LA CoC. The LA CoC includes all of Los Angeles County, except the cities of Glendale, Pasadena, and Long Beach, who administer and operate their own respective Continuum of Care systems and conduct their own homeless counts. The 2013 “point in time” count results indicated 57,737 homeless individuals in the County, reflecting a 15 percent increase from the 2011 count. Using survey data on the length and recurrence of homelessness, the 57,737 point in time count represents an annual estimate of 190,207 men, women, and children who experience homelessness in the LA CoC during the twelve months surrounding the count.

For Burbank, LAHSA’s 2013 “point in time” count identified a total of 145 unsheltered and 34 sheltered homeless. The City’s sheltered homeless included individuals in transitional housing; Glendale’s Emergency/Winter Shelter Program who reported they were from Burbank; and homeless persons in families that were part of the Family Promise of East San Fernando Valley Program. Utilizing LAHSA’s factors, the 179 sheltered and unsheltered homeless counted translates to an estimated 418 persons experiencing homelessness in Burbank over an entire year as described in Table 10.

Table 10: Homeless Assessment						
Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Shelt-ered	Unshelt-ered	418			
Persons in Households with Adult(s) and Child(ren)	30		70			
Persons in Households with Only Children		1	2			
Persons in Households with Only Adults	4	144	346			
Chronically Homeless Individuals	9	39	112			
Chronically Homeless Families	1	3	9			
Veterans	4	17	49			
Unaccompa-nied Child		1	2			
Persons with HIV		1	2			

Data Source: LAHSA 2013 Point In Time Count

Addressing Emergency Shelter and Transitional Housing Needs

Shelters: Burbank addresses the emergency needs of the homeless and other persons needing emergency shelter by actively participating in programs administered by public and quasi-public agencies. While no permanent year-round shelter exists within Burbank, from December 1, 2013 to March 1, 2014, an 80-bed winter shelter was operated by Ascencia with financial support from the City of Burbank and Glendale. A total of 414 unduplicated clients utilized the winter shelter.

The City supports the motel voucher assistance program administered by the Burbank Temporary Aid Center (BTAC) through an annual allocation of CDBG funds, providing approximately 100 nights of motel vouchers annually. Under BTAC's motel voucher

program, homeless persons receive a limited stay at local motels. For FY 2014-15, BTAC is requesting \$94,500 in CDBG funding toward emergency services.

In addition, Family Promise of the Verdugos (formerly Family Promise of East San Fernando Valley), a non-profit serving circumstantial homeless families, will complete their fourth year of operations in Burbank in July of 2014. Family Promise is dedicated to moving families with children from homelessness to lasting self-sufficiency. Associated with the national network of the same name, Family Promise advances a highly effective, sustainable and expandable service delivery drawing on resources of the faith community, churches, synagogues, mosques, and temples. The three main components of the program are outreach and screening, transitional housing, and extensive counseling and case management. As a result, Family Promise of the Verdugos has served 76 families since opening their doors roughly four years ago. For FY 2014-15, Family Promise is requesting \$29,120 in CDBG funding for expanded case management services.

Transitional Housing Program: Since 1997, the City has partnered with Burbank Housing Corporation, a certified Community Housing Development Organization, to develop affordable housing by acquiring and rehabilitating deteriorated properties in the City's five Focus Neighborhoods (Elmwood, Verdugo-Lake, Peyton-Grismer, Golden State and Lake-Alameda). This partnership has created an avenue for the City to commit and expend HOME fund allocations. Since the program's inception, 316 affordable rental units have been created through this partnership. These efforts include units for the City's Transitional Housing Program that supports victims of domestic violence, homeless families, and young adults/emancipated youth.

The Burbank Housing Corporation owns and operates 26 transitional housing units which consist of seven units for homeless families in the Golden State Focus Neighborhood (2406 Naomi Street and 2615 Thornton Avenue); three units for young adults/emancipated youth in the Lake-Alameda Focus Neighborhood (225 Linden Avenue), five transitional units for victims of domestic violence, and 11 transitional housing units for veterans (1101 W. Verdugo Ave).

Helping Low-Income Individuals and Families Avoid Becoming Homeless

Diversion to housing and services outside of the transitional homeless services is critical in preventing homelessness. The City works closely with housing advocates, non-profits, and local organizations to help individuals and families avoid becoming homeless.

Homeless Prevention: Burbank proposes to contract with the Fair Housing Council of the San Fernando Valley during FY 2014-15 to provide a wide range of fair housing services to ensure equal housing opportunities for its residents. Further, the City's Landlord-Tenant Commission serves to minimize evictions and unjust rent increases by mediating disputes between tenants and landlords.

Case Management Program: Homeless individuals or families and those at-risk of homelessness have the opportunity to voluntarily participate on a Case Management Program offered by the Burbank Temporary Aid Center. Participants are connected to supportive services, treatments, public resources and support groups. The Case Management Program was initially a pilot program funded by the City's General Fund in FY 2009-10 and 2010-11. In FY 2011-12, the Case Management Program was able to become fully sustainable as a result of the seed funding provided by the City.

United Way of Greater Los Angeles: Since March 2012, the City has supported the United Way of Greater Los Angeles' Home For Good Initiative on developing sustainable and effective permanent housing solutions to end chronic and veteran homelessness, including homeless prevention. The United Way will assist communities, such as Burbank, by providing resources and technical assistance to develop programs.

Other Programs and Activities: Burbank's Community Development Department will implement a pilot Work Initiative Program by FY 2014-15 with the objective of creating jobs and supportive services for chronically homeless persons, veterans, and those at-risk of becoming homeless. The City's Housing and Economic Development Division will provide a range of economic expansion and growth activities that may benefit low to moderate income residents. Further, the City's Management Services Department staffs the Workforce Connection job resource center located at 141 Glenoaks Blvd. Workforce Connection serves as the City's primary center for job training and assistance, serving as a one-stop career center providing job seekers and employers access to a variety of employment resources.

Barriers to Affordable Housing (AP-75)

The City of Burbank is making significant efforts to identify housing problems and reshape its policies and programs to meet the community's needs in the coming years. These efforts include:

Governmental regulations through the implementation of land use plans and ordinances as well as through growth management restrictions can affect the price of housing in a community. However, such regulations are also designed to ensure the health, safety, and compatibility of uses within the City. The following evaluates various governmental regulations in effect in Burbank.

The Land Use Element of Burbank2035 (General Plan) and implementing Zoning Ordinance directly impact the amount, size, type, location and thus, cost of residential development. The control over land use is designed to ensure that new housing is compatible with adjacent uses and built to the standards of quality and livability of the City's neighborhoods. The Burbank2035 Land Use Element permits a broad range of housing types and densities that address the housing needs of residents. Densities range from up to 14 dwelling units per acre (du/ac) in the Very Low Density Residential (R-1 and R-2) zone to 43 du/acre in the High Density Residential (R-4 and R-5) zones. The Land Use Element includes opportunities for new housing types such as, live-work units, transit-oriented and mixed-use residential development.

Virtually all residential neighborhoods in Burbank are fully built-out. In order to accommodate needed housing while preserving existing neighborhoods and hillside areas, Burbank2035 directs new housing growth into the Downtown, the Media District, and onto mixed use corridors, providing more residents within walking distance of services, activities and public transportation. The Burbank Center Specific Plan has already proven successful in bringing housing to the Downtown and South San Fernando corridor, which in turn is contributing to the re-generation of the area.

The City's Zoning Ordinance sets forth the standards for residential development. These include density, setbacks, lot area, lot coverage, height, and parking standards. The City's zoning and development standards can encourage a variety of housing types. In addition to single-family and multi-family units in a range of densities, Burbank also permits second units and manufactured housing on lots zoned for single-family residential use. Licensed community care facilities serving six or fewer persons are permitted by right in residential zones. Emergency shelters for the homeless are permitted use in the M-2 General Industrial Zone and permitted with a Conditional Use Permit in the M-1 Limited Industrial Zone and BCCM Burbank Center Commercial Manufacturing Zone. The Burbank Zoning Code accommodates transitional housing differently depending on the project's physical structure: group-style transitional housing could be accommodated similar to community care facilities, whereas multi-family transitional housing configured with separate units could be accommodated by right in any of Burbank's multi-family districts.

Burbank has a strong history of supporting affordable housing. The City has adopted numerous provisions in its Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including an inclusionary housing ordinance, density bonus ordinance, and planned development zone. In addition, the City and its former Redevelopment Agency have played an active role in supporting affordable and mixed income projects within the greater Downtown and Neighborhood Focus Areas.

Other Actions (AP-85)

The Consolidated Plan documents that more than half of Burbank's low and moderate-income renter households face a cost burden, with 52% facing a severe cost burden. Through a focus group of stakeholders, service providers in Burbank identified an increase in the homeless population in Burbank, with a significant number of homeless with mental health issues. In addition, LAHSA's 2013 point in time count identified 179 homeless individuals and families in Burbank. In response to attempting to meet the needs of the underserved, a significant amount of the City's housing resources are directed towards creating affordable housing (\$355,032), providing services to the homeless (\$52,361), and Section 8 housing (\$8,122,623) during FY 2014-15.

Burbank has a strong history of supporting affordable housing. The City has adopted numerous provisions in its Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including an inclusionary housing ordinance, density bonus ordinance, and planned development zone. In addition, the City and its former Redevelopment Agency have played an active role in supporting affordable and mixed income projects within the greater Downtown and Focus Neighborhood areas.

The City will ensure that affordable housing preservation and the fostering of new opportunities continue to expand through a combination of efforts, which include:

- Monitoring of long-term rental restricted affordable units;
- Pursue alternative funding sources for rent subsidies, such as Shelter Plus Care;
- Provide tenant and landlord educational workshops regarding Fair Housing, tenant rights, and unlawful discrimination; and
- Continue to explore regulatory incentives and funding to develop affordable rental housing.

Reducing Lead Based Paint Hazards

As a means of better protecting children and families against lead poisoning, in 1999 HUD instituted revised lead-based paint regulations focused around the following five activities:

- Notification
- Lead Hazard Evaluation

- Lead Hazard Reduction
- Ongoing Maintenance
- Response to Children with Environmental Intervention Blood Lead Level

The City has implemented HUD Lead Based Paint Regulations (Title X), which requires federally funded rehabilitation projects to address lead hazards. To reduce lead-based paint hazards in existing housing, all acquisition and rehabilitation projects undertaken by recipients of Federal funds must test for lead and asbestos. In the event that a lead-based paint hazard is present, the City or recipient of Federal fund contracts with a lead consultant for abatement or implementation of interim controls, based on the findings of the report. The recipient of Federal funds must notify tenants of the results of the test and the clearance report. In Section 8 programs, staff annually inspects units on the existing program and new units as they become available. In all cases defective paint surfaces must be repaired. In situations where a unit is occupied by a household with children under the age of six, corrective actions will include testing and abatement if necessary, or abatement without testing.

Further, The City places brochures on the risks of lead based paint in the offices of the Community Development Department for the benefit of the public. The documents are provided by the Los Angeles County Childhood Lead Prevention Program (CCLLP) and HUD. CCLLP is responsible for enforcement of L.A. County's Lead Abatement Ordinance, including inspection, regulations and consultation. The CCLPP may also provide the City with the address of any household where there is evidence of lead poisoning or elevated blood levels in children, or any other evidence of lead from a physical inspection of the property.

Reduce the Number of Poverty-Level Families

Based on the Consolidated Plan's Needs Assessment and available resources for program year 2014-15, the City will allocate available resources (CDBG and HOME) to support public service programs for the benefit of low to moderate-income residents. The City will also expand and create new partnerships with service providers and community based organizations to provide community enrichment programming, affordable housing, case management services, and the development of life skills and self-sufficiency. These actions will be achieved by:

- Creating new affordable housing by leveraging limited funding resources with private, federal, and state governmental subsidies and grants;
- Supporting permanent supportive housing for chronically homeless veterans by fostering effective supportive services that will promote self-sufficiency;
- Allocating 15 percent of CDBG entitlement funds for public services;
- Implementing a pilot Work Initiative Program by expanding new partnerships with service providers;
- Supporting case management services for homeless individuals and families and those at risk of becoming homeless; and

- Providing a range of economic development opportunities for economic growth that may benefit low to moderate income residents.

Developing Methods to Deliver Services and Programs

The City must provide a summary of the institutional structure and/or method through which it will carry out its Consolidated Plan, including gaps in the delivery system.

One way the City proactively seeks to address gaps in the service delivery system is through the City's Connect Program administered by City's Parks, Recreation, and Community Services Department. The Connect Program is a focused and concerted effort to enhance community outreach to build and strengthen focus neighborhoods. The objectives of this outreach effort are to build the capacity of individuals and neighborhoods by identifying assets and needs; improve access to community resources and services; enhance information sharing between residents, neighborhood groups and City staff; and support neighborhood involvement and organization to maintain a high quality of life.

In addition, the City will work with non-profit agencies, for-profit developers, advocacy groups, clubs, and organizations, the Burbank Chamber of Commerce, neighborhood leadership groups, City departments and with the private sector to implement the City's five-year strategy to address the priority needs outlined in the Consolidated Plan for Fiscal Years 2013/2014 – 2017/2018. Engaging the community and stakeholders in the delivery of services and programs for the benefit of low to moderate residents will be vital in the overcoming gaps in service delivery.

In terms of homelessness, the Burbank Housing Authority has adopted a waiting list preference for Burbank homeless. The City will utilize the waiting list preference to address the housing needs of the homeless, which partially addresses a gap in the accessibility of housing for the homeless in the community.

Enhancing Coordination Between Public and Private Housing and Social Service Agencies

In an ongoing effort to bridge the gap of various programs and activities, the City has developed partnerships and collaborations with local service providers and City departments that have been instrumental in meeting the needs and demands of the homeless, low income individuals and families, and other special needs. Over the years, the City has expanded partnerships and created new ones along the way. The array of partners include, but are not limited to: the Burbank Temporary Aid Center (BTAC); Burbank Housing Corporation; Ascencia; the City of Glendale; Family Promise of the Verdugos (formerly Family Promise of East San Fernando Valley); the Los Angeles Homeless Services Authority (LAHSA); and the Burbank Police Department's Quality of Life Unit. During the Action Plan program year, the City will continue to expand on developing partnerships with public service organizations such as Goodwill Industries,

Volunteers of America, Chrysalis, FVO Solutions, PATH of Los Angeles, and the Department of Veteran Affairs among others.

Program Specific Requirements

Program Specific Requirements (AP-90)

*Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.20. (I)(1)*

The City of Burbank participates in HUD's CDBG Program that be used for creating decent affordable housing, suitable living environments, and economic opportunities. The new program year (2014-2015) will begin on July 1, 2014. The FY 2014-15 CDBG allocation is \$898,083.

The following information identifies CDBG Program Income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed? *The City's CDBG Program Income for FY 2014-15 has been programmed.*
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan? *The City does not participate in the Section 108 Loan Guarantee Program.*
3. The amount of surplus funds from urban renewal settlements? *The City does not receive any urban renewal settlement funds*
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan? *At this time, there have been no additional grant funds returned to the line of credit for new activities or programs.*
5. The amount of income from float-funded activities? *The City's CDBG Program does not receive income from float-funded activities.*
6. The amount of urgent need activities? *The City's CDBG Program will not have activities to fund for FY 2014-15 under urgent needs.*

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

The City of Burbank participates in HUD's HOME Program that can be used to promote affordable housing in the City through activities such as homeowner rehabilitation, homebuyer activities, rental housing development, and tenant-based rental assistance. The 2014-2015 Program Year will commence on July 1, 2014. The FY 2014-15 HOME allocation is \$355,032.

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows: *The City will utilize its HOME Program for activities identified under Section 24 CFR 92.205 (Eligible Activities).*
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254 is as follows: *Historically, the City's HOME Program has been utilized for creating affordable rental housing. In the event that HOME funds are used for homebuyer activities, the City will prepare guidelines to be used for the resale and recapture of HOME funds in accordance with 92.254 (Homeownership).*
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows: *Historically, the City's HOME Program has been utilized for creating affordable rental housing. In the event that HOME funds are used for homeownership assistance, a policy on affordability requirements and guidelines for resale or recapture of HOME funds will be prepared in accordance with 24 CFR 92.254(a)(4) – Periods of Affordability.*
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows: *The City does not own or operate rental units secured with multifamily housing and rehabilitated with HOME funds. However, if the City chooses to utilize HOME funds to refinance HOME assisted affordable rental units, at a minimum, the City will:*
 - a. *demonstrate the rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing;*
 - b. *Require review of management practices to demonstrate that disinvestment in the property has not occurred, that the long term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated;*
 - c. *State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both;*
 - d. *Specify the required period of affordability, whether it is the minimum 15 years or longer;*
 - e. *Specify whether the investment of HOME funds may be jurisdiction-wide or*

- limited to a specific geographic area, such as a Focus Revitalization Neighborhood; and*
- f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.*

Appendix

Annual Action Plan for Program Year 2014-2015

CITY OF BURBANK
COMMUNITY DEVELOPMENT BLOCK GRANT
Final Statement of Community Development
Objectives and Projected Use of Funds
Fiscal Year (FY) 2014-2015 [40th Year]

Community Development Block Grant (CDBG) Resources

<i>Fund Source</i>	<i>Fund Amount</i>
FY 2014-2015 Entitlement	\$ 898,083.00
HUD Reallocated Funds	Included Above
Program Income (FY 2012-2013)	\$ 182,655.00
Total FY 2014-2015 Funds	\$1,080,738.00

CDBG Funds by Category

Capital Project Funds	\$ 702,481.00
Public Service Funds	\$ 162,110.00
Program Administration Funds	\$ 216,147.00
Total Funds Available (FY 2014-2015)	\$1,080,738.00

FY 2014-2015 CDBG USE OF FUNDS

The City of Burbank will use a total of \$1,080,738 in CDBG to fund eligible projects and programs in FY 2014-2015. The following information describes activities and funding levels approved by the Burbank City Council on April 22, 2014.

Capital Projects: \$702,481.00	Recommended Spending Level
1. <i>City of Burbank - Public Works Dept., - 150 N. Third St., Burbank</i> Eligible Activity: Public Facilities and Improvements [24CFR 570.201(c); 570.208(a)(1)] Description: CDBG Funds will be utilized to reconstruct streets, sidewalks, and install pedestrian access ramps in CDBG eligible census tracts.	\$502,481.00
2. <i>Boys and Girls of Burbank and Greater East Valley – 2244 N. Buena Vista St., Burbank</i> Eligible Activity: Rehabilitation and Preservation Activities [24CFR 570.202(a)(4); 570.208(a)(2)(ii)] Description: CDBG Funds will be utilized to rehabilitate donated bungalows	\$200,000.00

owned and operated by the Boys and Girls Club for afterschool and summer programs.	
Public Services: \$162,110.00	Recommended Spending Level
<p>1. <i>Salvation Army – 300 E. Angeleno Ave., Burbank</i> Eligible Activity: Public Services Description [570.201(e)]</p> <p>Description: CDBG funds will be utilized for the Youth Community Center Program operations.</p>	\$4,539.08
<p>2. <i>Burbank Temporary Aid Center – 1304 W. Burbank Blvd., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized for emergency assistance and services for the homeless, those at-risk of homelessness, and for low to moderate-income persons.</p>	\$45,066.58
<p>3. <i>Family Service Agency of Burbank – 2721 W. Burbank Blvd., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized to provide counseling services to families enrolled in the CARE Cottages Program.</p>	\$23,343.84
<p>4. <i>Burbank Unified School District – 1900 W. Olive Ave., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized to fund a Summer Youth Employment Training Program for Burbank youth (ages 14-18) predominately from low to moderate-income households.</p>	\$29,666.13
<p>5. <i>Boys & Girls Club of Burbank and Greater East Valley – 2244 N. Buena Vista St., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized for a free drop-in teen program.</p>	\$15,076.23
<p>6. <i>Burbank Family YMCA – 321 E. Magnolia Blvd., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized to provide child care financial assistance to ensure quality services are provided to low and moderate-income residents of the Burbank community.</p>	\$7,619.17

<p>7. <i>BCR "A Place To Grow" – 230 E. Amherst St., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized for programs designed to benefit developmentally disabled adults and children.</p>	\$7,619.17
<p>8. <i>Burbank Library – 110 N. Glenoaks Blvd., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized to provide resource materials for an adult literacy program aimed at low-income persons with less than 6th grade capabilities.</p>	\$2,285.75
<p>9. <i>Burbank Noon Lions – 911 E. Cypress Ave., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized to provide eye/ear testing, eyeglasses, and hearing aids for senior citizens or persons in need. CDBG funds will also be utilized for free eye screening exams for children from six months to six years of age.</p>	\$2,269.54
<p>10. <i>Kids Community Dental Clinic – 400 W. Elmwood St., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized to provide dental care services for disadvantaged youth.</p>	\$12,514.89
<p>11. <i>Family Promise of the Verdugos – 2406 N. Naomi St., Unit A, Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized to provide job development and case management assistance to homeless families.</p>	\$7,294.95
<p>12. <i>Armenian Relief Society – 75 E. Santa Anita Ave., Burbank</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized for social services aimed toward promoting self-sufficiency for low to moderate-income adults living in Burbank.</p>	\$2,674.82
<p>13. <i>Burbank Coordinating Council – P.O. Box 10126, Burbank, CA</i> Eligible Activity: Limited Clientele Activities [570.208(a)(2)]</p> <p>Description: CDBG funds will be utilized for campership scholarships targeted to low-income children between the ages of 8 and 18.</p>	\$2,139.85

Program Administration: \$216,147.00	Recommended Spending Level
<p>1. <i>City of Burbank – Community Development Department – 150 N. Third St., Burbank</i> Eligible Activity: Program Administrative Costs [570.206(a)(1)(2)(3)(4)] Description: CDBG funds will be utilized for the overall development, management, coordination, and monitoring of the CDBG program.</p>	\$196,147.00
<p>2. <i>Fair Housing Council – 14621 Titus St., Unit 100, Panorama City 91402</i> Eligible Activity: Program Administrative Costs [570.206(c)] Description: CDBG funds provide for fair housing services to Burbank residents and property owners/managers geared toward identifying barriers to fair housing choice and the elimination of discriminatory housing practices through counseling, education, and outreach.</p>	\$20,000.00
Grand Total:	\$1,080,738.00

Dated: April 24, 2014

Publish: April 30, 2014

COMMUNITY DEVELOPMENT DEPARTMENT

Annual Action Plan for Program Year 2014-2015

Proposed Project Summary

1	Applicant	Salvation Army
	Target Area	City-wide
	Goals Supported	Youth Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$4,539.08
	Description	Youth Community Center
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 450 unduplicated participants are expected to be served.
	Location Description	300 E. Angeleno Avenue, Burbank, CA 91502
	Planned Activities	Activities include homework labs, music instruction, sports and recreation, summer day camp, field trips, and youth scouting clubs.

2	Applicant	Burbank Temporary Aid Center
	Target Area	City-wide
	Goals Supported	Emergency Services
	Needs Addressed	Homelessness, Public Services/Community Services
	Proposed Funding	CDBG: \$45,066.58
	Description	Emergency and supportive services to low-income individuals and families
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 830 unduplicated participants are expected to be served.
	Location Description	1304 W. Burbank Blvd, Burbank, CA 91506
	Planned Activities	Activities will include but not be limited to: case management, utility assistance, perishable goods, transportation assistance, use of laundry and shower facilities, and rent assistance.

3	Applicant	Family Service Agency
	Target Area	City-wide
	Goals Supported	Other Public Services
	Needs Addressed	Homelessness, Public Services/Community Services
	Proposed Funding	CDBG: \$23,343.84
	Description	C.A.R.E Cottages Program
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 23 unduplicated participants are expected to be served.
	Location Description	The site is held confidential.
	Planned Activities	Activities include long-term emergency housing, mental healthcare for adults and family members, family counseling, peer support groups, clinical monitored visitations, parenting classes, etc.

4	Applicant	Burbank Unified School District
	Target Area	City-wide
	Goals Supported	Employment Training
	Needs Addressed	Economic Development
	Proposed Funding	CDBG: \$29,666.13
	Description	Summer Youth Employment Training Program
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 20 unduplicated participants are expected to be served.
	Location Description	n/a
	Planned Activities	Activities will include job training through a work experience activity that is designed to enhance the employability of youth through the development of good work habits, basic work skills, and job search skills.

5	Applicant	Boys and Girls Club
	Target Area	Affordable Housing Focus Neighborhoods
	Goals Supported	Youth Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$15,076.23
	Description	Free Drop-In Teen Program.
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 130 unduplicated participants are expected to be served.
	Location Description	2244 N. Buena Vista Street, Burbank, CA 91504
	Planned Activities	Activities will include homework assistance, tutoring, technology classes, college and career counseling.

6	Applicant	Burbank Family YMCA
	Target Area	City-wide
	Goals Supported	Child Care Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$7,619.17
	Description	Child care scholarships
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 10 unduplicated participants are expected to be served.
	Location Description	332 E. San Jose Avenue, Burbank, CA 91502
	Planned Activities	Activities include child care scholarships to low and moderate-income Burbank families attending the Child Development Center's preschool, kinder garden, and after school programs.

7	Applicant	BCR A Place To Grow
	Target Area	Affordable Housing Focus Neighborhoods
	Goals Supported	Services for the Disabled
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$7,619.17
	Description	Extended Day Care Program
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 10 unduplicated participants are expected to be served.
	Location Description	230 E. Amherst Drive, Burbank, CA 91504
	Planned Activities	Activities include two extended day programs for children and adults with developmental disabilities.

8	Applicant	Burbank Library
	Target Area	City-wide
	Goals Supported	Other Public Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$2,285.75
	Description	Adult Literacy Program
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 70 unduplicated participants are expected to be served.
	Location Description	110 N. Glenoaks Blvd., Burbank, CA 91502
	Planned Activities	Activities include basic literacy curriculums for adults and children, job preparation, GED assistance and parenting skills.

9	Applicant	Burbank Noon Lions
	Target Area	City-wide
	Goals Supported	Youth Services, Senior Services, and Health Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$2,269.54
	Description	Eye/ear testing, eyeglasses or hearing aids for senior citizens and persons in need
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 230 unduplicated participants are expected to be served.
	Location Description	n/a
	Planned Activities	Activities include free testing, fittings, costs of eye ware, materials and supplies.

10	Applicant	Kids Community Dental Clinic
	Target Area	City-wide
	Goals Supported	Health Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$12,514.89
	Description	Dental Services Program for Disadvantaged Youth
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 300 unduplicated participants are estimated to be served.
	Location Description	400 W. Elmwood Avenue, Burbank, CA 91506
	Planned Activities	Activities include in-clinic dental treatments for infants and children up to age 5.

11	Applicant	Family Promise of the Verdugos
	Target Area	Affordable Housing Focus Neighborhoods
	Goals Supported	Other Public Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$7,294.95
	Description	Case Management Services
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 35 unduplicated participants are estimated to be served,
	Location Description	2406 Naomi Street, Burbank, CA 91504
	Planned Activities	Activities include food, shelter, counseling, support groups, job readiness training, and transition into permanent affordable housing.

12	Applicant	Armenian Relief Society
	Target Area	City-wide
	Goals Supported	Other Public Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$2,674.82
	Description	Social Services Program
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 40 unduplicated participants are expected to be served.
	Location Description	75 E. Santa Anita Avenue, Burbank, CA 91502
	Planned Activities	Activities include educational workshops, translation and interpretation services, referrals to employment and programs, U.S. Citizen application assistance and other forms of assistance.

13	Applicant	Burbank Coordinating Council
	Target Area	City-wide
	Goals Supported	Youth Services and Other Public Services
	Needs Addressed	Public Services/Community Services
	Proposed Funding	CDBG: \$2,139.85
	Description	Campership scholarships targeted to low-income children
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 10 unduplicated participants are estimated to be served.
	Location Description	n/a
	Planned Activities	Activities include providing camp scholarships for low income children between the ages of 8 and 18 to experience a week at a resident camp or day camp.

14	Applicant	City of Burbank
	Target Area	n/a
	Goals Supported	n/a
	Needs Addressed	Planning for Housing and Community Development
	Proposed Funding	CDBG: \$196,147
	Description	CDBG Administration
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	n/a
	Location Description	150 N. Third Street, Burbank, CA 91502
	Planned Activities	Funds will be utilized for the general administration, oversight, and management of CDBG Program activities.

15	Applicant	City of Burbank Public Works
	Target Area	CDBG Eligible Neighborhoods
	Goals Supported	Infrastructure Improvements
	Needs Addressed	Infrastructure Improvements
	Proposed Funding	CDBG: \$502,481
	Description	Reconstruction of Streets and Sidewalks
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	The total of 6,233 unduplicated participants are expected to be served.
	Location Description	The location will be in CDBG Eligible Census Tracts and Block Groups.
	Planned Activities	Reconstruction of Streets, Sidewalks, Gutters, and installation of pedestrian ramps.

16	Applicant	City of Burbank
	Target Area	n/a
	Goals Supported	n/a
	Needs Addressed	Planning for Housing and Community Development
	Proposed Funding	HOME: \$35,503
	Description	HOME administration
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	n/a
	Location Description	150 N. Third Street, Burbank, CA 91502
	Planned Activities	Funds will be used for administration of the program, management, and project oversight.

17	Applicant	Burbank Housing Authority Section 8 Program
	Target Area	City-wide
	Goals Supported	Section 8 Rental Assistance
	Needs Addressed	Preserve Existing Affordable Housing
	Proposed Funding	Section 8: \$8,122,623
	Description	Section 8 Housing Choice Voucher Program.
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	990 families
	Location Description	150 N. Third Street, Burbank, CA 91502
	Planned Activities	Rental subsidies for participants of the Section 8 Program.

18	Applicant	Fair Housing Council
	Target Area	City-wide
	Goals Supported	Other Public Services
	Needs Addressed	Sustain and Strengthen Neighborhoods Public Services/Community Services
	Proposed Funding	CDBG: \$20,000
	Description	Promote equal opportunity and freedom of residence for each home seeker and resident of Burbank.
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 320 unduplicated participants are expected to be served.
	Location Description	City-wide services
	Planned Activities	Activities include counseling for homeowners, renters, and landlords, educational workshops, and outreach in the community.

19	Applicant	Boys and Girls Club
	Target Area	City-wide
	Goals Supported	Community Center and Parks & Recreation Facilities
	Needs Addressed	Sustain and Strengthen Neighborhoods, Public Facilities, and Public Services/Community Services
	Proposed Funding	CDBG: \$200,000
	Description	Rehabilitation of classroom bungalows located within the Burbank Unified School District elementary schools.
	Target Completion Date	6/30/2015
	Estimate the number of beneficiaries for the proposed activities	A total of 6,475 unduplicated participants are expected to be served.
	Location Description	Burbank Unified School District - Elementary Schools
	Planned Activities	Rehabilitation of classroom bungalows will include floor repairs, countertops, window replacements, painting, plumbing, heating and air conditioning and outdoor shade structures.



SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted:	Applicant Identifier	Type of Submission	
Date Received by state	State Identifier	Application	Pre-application
Date Received by HUD	Federal Identifier: 113670967	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
Applicant Information			
Jurisdiction: City of Burbank		UOG Code: 5TC49	
275 E. Olive Avenue		Organizational DUNS: 113670967	
		Organizational Unit:	
City: Burbank	California	Department: Community Development Department	
91502	Country U.S.A.	Division: Housing and Economic Development	
Employer Identification Number (EIN):		County: Los Angeles	
95-6000683		Program Year Start Date (MM/DD): July 1, 2014	
Applicant Type:		Specify Other Type if necessary:	
City or Township government		n/a	
Program Funding		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles: Capital Projects, Economic Development, Public Services, and Administration		Description of Areas Affected by CDBG Project(s): Low Moderate areas within the City of Burbank boundaries	
\$CDBG Grant Amount: \$898,083	\$Additional HUD Grant(s) Leveraged	Describe: n/a	
\$Additional Federal Funds Leveraged: n/a		\$Additional State Funds Leveraged: n/a	
\$Locally Leveraged Funds: n/a		\$Grantee Funds Leveraged: n/a	
\$Anticipated Program Income: \$182,655		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s): \$0			
Home Investment Partnerships Program		14.239 HOME	
HOME Project Titles: Focus Neighborhood Revitalization Program		Description of Areas Affected by HOME Project(s): Burbank Focus Neighborhoods	
\$HOME Grant Amount: \$355,032	\$Additional HUD Grant(s) Leveraged	Describe: n/a	
\$Additional Federal Funds Leveraged: n/a		\$Additional State Funds Leveraged: n/a	
\$Locally Leveraged Funds: n/a		\$Grantee Funds Leveraged: n/a	

\$Anticipated Program Income: n/a		Other (Describe) : n/a	
Total Funds Leveraged for HOME-based Project(s): n/a			
Housing Opportunities for People with AIDS		14.241 HOPWA	
HOPWA Project Titles: n/a		Description of Areas Affected by HOPWA Project(s): n/a	
\$HOPWA Grant Amount: n/a	\$Additional HUD Grant(s) Leveraged	Describe: n/a	
\$Additional Federal Funds Leveraged: n/a		\$Additional State Funds Leveraged: n/a	
\$Locally Leveraged Funds: n/a		\$Grantee Funds Leveraged: n/a	
\$Anticipated Program Income: n/a		Other (Describe): n/a	
Total Funds Leveraged for HOPWA-based Project(s): n/a			
Emergency Shelter Grants Program		14.231 ESG	
ESG Project Titles: n/a		Description of Areas Affected by ESG Project(s): n/a	
\$ESG Grant Amount: n/a	\$Additional HUD Grant(s) Leveraged: n/a	Describe: n/a	
\$Additional Federal Funds Leveraged: n/a		\$Additional State Funds Leveraged: n/a	
\$Locally Leveraged Funds: n/a		\$Grantee Funds Leveraged: n/a	
\$Anticipated Program Income: n/a		Other (Describe): n/a	
Total Funds Leveraged for ESG-based Project(s): n/a			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts: 27 & 29	Project Districts: 27 & 29		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
Ruth	Davidson-Guerra	
Assistant Community Development Director	Phone (818) 238-5180	Fax: (818) 238-5174
eMail: rdavidson@burbankca.gov	Grantee Website: www.burbankca.gov	Other Contact: Marcos Gonzalez (818) 238-5212
Signature of Authorized Representative 		Date Signed 4-23-14



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- ☐ **This certification does not apply.**
☒ **This certification is applicable.**

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted --
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Jurisdiction

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



4/23/2014

Signature/Authorized Official

Date

Mark Scott

Name

City Manager

Title

275 E. Olive Avenue

Address

Burbank, CA 91502

City/State/Zip

(818) 238-5800

Telephone Number

- ☐ This certification does not apply.
☒ This certification is applicable.

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2014, 2____, 2____, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Jurisdiction

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.



4/23/14

Signature/Authorized Official

Date

Mark Scott

Name

City Manager

Title

275 E. Olive Avenue

Address

Burbank, CA 91502

City/State/Zip

(818) 238-5800

Telephone Number

Jurisdiction

- ☒ This certification does not apply.
☐ This certification is applicable.

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- ☐ This certification does not apply.
☒ This certification is applicable.

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



4/23/2014

Signature/Authorized Official

Date

Mark Scott

Name

City Manager

Title

275 E. Olive Avenue

Address

Burbank, CA 91502

City/State/Zip

(818) 238-5800

Telephone Number

Jurisdiction

- ☒ **This certification does not apply.**
☐ **This certification is applicable.**

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- ☒ **This certification does not apply.**
☐ **This certification is applicable.**

ESG Certifications

I, _____, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- ☐ This certification does not apply.
- ☒ This certification is applicable.

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
City of Burbank	275 E. Olive Avenue	Burbank	Los Angeles	CA	91502

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal

Jurisdiction

criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan



4/23/2014

Signature/Authorized Official

Date

Mark Scott

Name

City Manager

Title

275 E. Olive Avenue

Address

Burbank, CA 91502

City/State/Zip

(818) 238-5800

Telephone Number

**CDBG Public Service Projects
FY 2014-2015**

(A) DEPARTMENT/AGENCY	(B) FY 2013-2014 PROJECT	(C) FY 2013-2014 CITY COUNCIL APPROVAL	(D) FY 2014-2015 PROJECT	(E) FY 2014-2015 REQUEST AMOUNT	(F) GOALS COMMITTEE RECOMMENDATION 2/24/2014	(G) EXECUTIVE STAFF RECOMMENDATION 3/12/2014	(H) CITY COUNCIL MEETING 4/22/2014
Salvation Army	Youth Community Center	\$ 4,107.34	Youth Community Center	\$ 15,000.00	\$ 4,539.08	\$ 4,539.08	\$ 4,539.08
Family Service Agency	CARE Cottages	\$ 20,859.13	CARE Cottages	\$ 65,000.00	\$ 23,343.84	\$ 23,343.84	\$ 23,343.84
	Puerta Nueva Program		Puerta Nueva Program				
Burbank Temporary Aid Ctr.	Homeless/Needy Services	\$ 40,304.30	Homeless/Needy Services	\$ 94,500.00	\$ 45,066.58	\$ 45,066.58	\$ 45,066.58
Burbank School District	Summer Youth Employment	\$ 26,527.26	Summer Youth Employment	\$ 33,672.00	\$ 29,666.13	\$ 29,666.13	\$ 29,666.13
YMCA	Child Care Program	\$ 6,815.10	Child Care Program	\$ 10,000.00	\$ 7,619.17	\$ 7,619.17	\$ 7,619.17
Boys & Girls Club	Free Drop-In Teen Program	\$ 13,475.16	Free Drop-In Teen Program	\$ 25,000.00	\$ 15,076.23	\$ 15,076.23	\$ 15,076.23
BCR "A Place To Grow"	Extended Day Prog. (Disabled)	\$ 6,815.10	Extended Day Prog. (Disabled)	\$ 8,000.00	\$ 7,619.17	\$ 7,619.17	\$ 7,619.17
Library Department	Adult Literacy Program	\$ 2,053.67	Adult Literacy Program	\$ 4,000.00	\$ 2,285.75	\$ 2,285.75	\$ 2,285.75
Fair Housing Council*	Fair Housing Services *	\$ -	Fair Housing Services*	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Burbank Noon Lions	Eye & Ear Care Programs	\$ 2,053.67	Eye & Ear Care Programs	\$ 3,000.00	\$ 2,269.54	\$ 2,269.54	\$ 2,269.54
	Kid Sight	inclusive	Kid Sight	\$ 500.00	\$ -	\$ -	\$ -
Armenian Relief Society	Social Services Program	\$ 2,404.85	Social Services Program	\$ 10,730.00	\$ 2,674.82	\$ 2,674.82	\$ 2,674.82
Kids Community Dental Clinic	Dental Services Program	\$ 11,189.42	Dental Services Program	\$ 26,000.00	\$ 12,514.89	\$ 12,514.89	\$ 12,514.89
Family Promise	Case Mgmt/Homeless Families	\$ 6,531.70	Case Mgmt/Homeless Families	\$ 29,120.00	\$ 7,294.95	\$ 7,294.95	\$ 7,294.95
Burbank Coordinating Council	Camperships	\$ 1,886.00	Camperships	\$ 10,000.00	\$ 2,139.85	\$ 2,139.85	\$ 2,139.85
				\$ -	\$ -	\$ -	\$ -
Total Public Services:		\$ 145,022.70		\$ 334,522.00	\$ 162,110.00	\$ 162,110.00	\$ 162,110.00
Public Svcs. Funds Available:		\$ 145,022.70		\$ 163,601.00	\$ 162,110.00	\$ 162,110.00	\$ 162,110.00
Fund Shortage/Excess		\$ -		\$ (170,921.00)	\$ 0.00	\$ 0.00	\$ -

*Staff is proposing to fund Fair Housing Council services totaling \$20,000 from CDBG/HOME Program Administration budgets.

**CDBG Capital and Economic Development Projects
FY 2014-2015**

(A) DEPARTMENT/AGENCY	(B) FY 2013-2014 PROJECT	(C) FY 2013-2014 CITY COUNCIL APPROVAL	(D) FY 2014-2015 PROJECT	(E) FY 2014-2015 REQUEST AMOUNT	(F) GOALS COMMITTEE RECOMMENDATION 2/24/2014	(G) EXECUTIVE STAFF RECOMMENDATION 3/12/2014	(H) CITY COUNCIL MEETING 4/22/2014
Burbank Community YMCA	Child Development Center ADA Compliant Restrooms	\$ 72,000.00	n/a	\$ -	\$ -	\$ -	\$ -
	ADA Pool Access Project	\$ 9,200.00	n/a	\$ -	\$ -	\$ -	\$ -
Armenian Cultural Foundation	Rehabilitation of the Burbank Youth Center located at	\$ 307,770.00	n/a	\$ -	\$ -	\$ -	\$ -
	75 E. Santa Anita Ave	\$ -					
		\$ -					
Public Works Dept.	Reconstruct Providencia Ave (San Fernando to Glenoaks)	\$ 169,464.83	Reconstruct Providencia Ave (San Fernando - Glenoaks Blvd)	\$ 650,000.00	\$ 502,481.00	\$ 502,481.00	\$ 502,481.00
	Reconstruct S. 6th St. (Tujunga Ave to Santa Anita Ave)	incl. above	Reconstruct S. Sixth St (Tujunga Ave - Santa Anita Ave)				
	Reconstruct Delaware Rd. (East Ave to Glenoaks)	incl. above	Reconstruct Delaware Rd (East Ave - 6th St)				
	Reconstruct Bethany Rd. (San Fernando to Glenoaks)	incl. above	Total: \$650,000				
	Total: 1,000,000						
Community Development	Work Readiness Program for the Burbank Homeless	\$ 70,000.00	n/a	\$ -	\$ -	\$ -	\$ -
Boys and Girls Club	n/a	\$ -	Rehabilitation of Bungalows for After School and Summer Programs	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Capital Projects Total:		\$ 628,434.83		\$ 850,000.00	\$ 702,481.00	\$ 702,481.00	\$ 702,481.00
Capital Funds Available:		\$ 628,434.83		\$ 708,939.00	\$ 702,481.00	\$ 702,481.00	\$ 702,481.00
Fund Shortage/Excess		\$ -		\$ (141,061.00)	\$ -	\$ -	\$ -